

Deposit Transmittal Instructions

**FOR DEPARTMENTS & STUDENT
ORGANIZATIONS**



OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY

Compiled by OSU-OKC Business Services

Updated October 2021

DEPOSITS

Where

Deposits **must be made within 24 hours** after receipt of funds. This should be done in person at a cashier window in the Business Services' office located at 230 Administrative Building. The Business Services accepts deposits from 8:00 a.m. until 5:00 p.m. on Monday through Thursday, and 9:00 a.m. until 5:00 p.m. on Friday. If deposited after 4:30 pm, deposits may be processed the following day.

Procedure

Deposits must be prepared in compliance with University policy 3-0331 "COLLECTIONS, DEPOSIT AND CONTROL OF CASH OR CHECKS RECEIVED IN THE NAME OF OKLAHOMA STATE UNIVERSITY." This policy is located on the OSU website. Departments and student organizations' officers and officials are responsible for ensuring all members are aware of and abide by the requirements for accepting and depositing money.

You must use a deposit transmittal form to process a deposit through the University accounting system. The form is available online at <https://osuokc.edu/businessservices>. The deposit forms can be found under the **Deposit Transmittal** section. Two copies of the completed form must be submitted to a Business Services' cashier with your receipts (checks, currency, coins). The Business Services' cashier will verify the deposit, assign a receipt number and sign the form. One copy of the form will be returned to you with a printed receipt. The other copy will be retained by the Business Services Office.

Example

A copy of a blank deposit transmittal form is on page 3. Specific instructions for completing the form and preparing your receipts for deposit are on pages 4-6. Please read these instructions carefully as the Business Services' Office has specific requirements for preparing checks, currency and coins for deposit to keep cashier lines moving quickly.

Record Keeping

You should keep your copies of all deposits (and related receipts) with your financial records, for auditing purposes.

Please have all departmental deposits brought to the Business Services Office prior to 4:30 PM.

Oklahoma State University - Oklahoma City
Deposit Transmittal Form

Receipt # 4) Business Services will complete

Date 5) Input date the deposit is prepared

Department/Organization 1) Input your Department's name OR Student Organization name

Purpose 2) Input reason for this deposit

Address 3) Input your Department's OR Advisor's Address

FOAPAL					SOURCE OF REVENUE	
CHART	FUND	ORG CODE	ACCOUNT	PROGRAM	AMOUNT	(16 CHARACTER\$ DE\$RIPTION)
6	3	16	500120	0000		
6) Input the CHART # (OSU-OKC is chart 6) FUND # (Department Head OR Stdt Advisor should know) ACCOUNT # (account code the funds relate to)						
7) Input your Organization Code						
8) Input the dollar amount of the cash, check(s), or credit card(s)						
9) Input the source of the money received						
					TOTAL	10) Input the total of the line items

Checks 11) Input Check totals

Currency 12) Input Currency totals

Coins 13) Input Coin totals

Credit Cards 14) Input Credit Card totals

Total Deposit 15) Input total deposit amount 16) Input your name and phone number

Prepared By / Treasurer Phone #

Business Services Cashier will sign here

17) Input your Department Head's name OR Advisor's name

Business Services Cashier Department Head/Advisor Phone #

I certify that this deposit complies with the deposit procedures outlined in the current Policy and Procedure Letter 3-0331, Business and Finance.

INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

Use a ball-point pen, typewriter, or Microsoft excel.

- 1 DEPARTMENT/ ORGANIZATION
Enter the name of your department or student organization.
- 2 PURPOSE
Enter the reason for this deposit (*i.e. Fire Exam Fees, Plant Sale, etc.*)
- 3 ADDRESS
Enter the office address of the advisor or department
- 4 RECEIPT #
To be assigned by the Business Services' cashier at the time the deposit is made.
- 5 DATE
Enter the date the deposit is prepared.
- 6 FOAPAL
Enter the following 13-digit number.

Under "CHART"	Enter the first number (6) of your fund.
Under "FUND"	Enter the next six digits of your fund.
Under "ACCT CODE"	Enter the account code the funds relate to (<i>see Revenue Account Code/State Source Code List</i>)
- 7 ORG CODE
Enter the org code for your fund. Budget & Finance Dept. can assist.
- 8 AMOUNT
Enter the dollar amount of the cash or check(s).
- 9 SOURCE OF REVENUE
Enter the source of the money received
- 10 TOTAL
Enter the total of the line items.
- 11 CHECKS
Enter the total of all checks.
 - a. Checks should be paper clipped with two adding machine tapes. The tapes should list each check and calculate the total. **If you do not have access to 10-Key machine, you may use excel.**
 - b. The payee's name (your organization) should be entered on each check.

INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

c. All checks must be endorsed as follows: (Refer to item 4 above for the 13-digit account number.)

<p>For Deposit Only Oklahoma State University-Oklahoma City Department/Organization Name 13-digit Fund Number Prepared By/Treasurer's Name Prepared By/Treasurer's Phone # Department Head/Advisor's Phone #</p>

12 CURRENCY

Enter the total of all currency.

- a. Include an adding machine tape as shown below. **If you do not have access to 10-Key machine, you may use excel.**
- b. Foreign currency will not be accepted.
- c. Bills should be bundled by placing a paper clip on the top left side with all bills in the bundle facing up and in the same direction. Bills should be bundled in denominations as follows:

<u>Denomination</u>	<u>Quantity</u>	<u>Dollars</u>
Ones	25	\$ 25
Fives	20	\$100
Tens	10	\$100
Twenties	5	\$100

13 COINS

Enter the total of all silver.

- a. Include an adding machine tape as shown below. **If you do not have access to 10-Key machine, you may use excel.**
- b. Foreign coins will not be accepted.
- c. Coins should be rolled as follows:

<u>Coins</u>	<u>Dollars</u>
Pennies	\$ 0.50
Nickels	\$ 2.00
Dimes	\$ 5.00
Quarters	\$10.00
Halves	\$10.00

An adding machine listing each denomination (as shown here) and totaling currency and coins must be sent with the deposit. **If you do not have access to 10-Key machine, you may use excel.**

#20	80.00**
#5	10.00 +
#1	3.00 +
003	93.00 ◊
#25	0.50 +
#5	0.15 +
#1	0.07 +
006	93.72 *

- 14 CREDIT CARDS
Not applicable to student organizations. Applicable to departmental deposits.
- 15 TOTAL DEPOSIT
Enter the total of the amounts in items 10 through 12. This amount should agree with the total in item 9.
- 16 DEPOSITED BY
Prepared By/Treasurer's signature and phone number.
- 17 ADVISOR/DEPARTMENT HEAD
Advisor's OR Department Head's name and phone number. (Only one signature is required, but we do need 2 phone numbers in case of questions.)